

JRRD SUBMISSION GUIDELINES

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***JRRD* SUBMISSION GUIDELINES**

JRRD general policies and procedures are reviewed by Veterans Health Administration Handbook 1203.05.

The *JRRD* Web site can be found at
<http://www.rehab.research.va.gov/jrrd/index.html>.

***JRRD* Mission**

To responsibly evaluate and disseminate scientific research findings impacting the rehabilitative healthcare community.

I. PURPOSE AND SCOPE

We publish cutting-edge research and disseminate biomedical and engineering advances that enhance the quality and relevance of Department of Veterans Affairs (VA) rehabilitation research. Priority areas are prosthetics, amputations, orthotics, and orthopedics; spinal cord injury and other neurological disorders (with particular interest in traumatic brain injury, multiple sclerosis, and restorative therapies); communication, sensory, and cognitive aids; geriatric rehabilitation; and functional outcomes research. *JRRD* accepts national and international submissions. Only original scientific rehabilitation research and development papers (including pilot studies) are accepted.

Submissions accepted are—

- Technical reports describing techniques, procedures, or findings of original scientific research.
- Clinical reports evaluating the development of a particular prototype, a new clinical technique, or any other topic of clinical interest.
- Single-topic issues or sections (through discussion with the Editor).



- Reviews should focus on cutting-edge research topics and should include the word “Review” in the title.
- Guest Editorials. Guest Editorials on relevant topics are continuously accepted through discussion with the Editor.
- Letters to the Editor: *JRRD* stakeholders may address concerns regarding published content, praise, or items of interest to the Editor as a Letter to the Editor. We invite an ongoing dialogue between professionals as a means of exchanging information and sharing diverse opinions among disciplines. Letters should relate specifically to material published in *JRRD*. Letters to the Editor are submitted online through Manuscript Central. You must supply the following information: full name of author of article, volume and issue number, and page numbers on which the article appeared. In addition, the letter should contain the full name, academic degree(s), and affiliation of the correspondent. After the letter is received, it is shared with the author(s) of the original article for rebuttal and both letters are subsequently published back-to-back in the next available issue of *JRRD*. Letters to the Editor are strongly encouraged.

II. SUBMITTED MANUSCRIPTS

A. Authorship

i. Definition

At *JRRD* we follow the International Committee of Medical Journal Editors’ (ICMJE’s) guidelines for authorship and contributorship (http://www.icmje.org/ethical_1author.html). In short, the ICMJE’s criteria were developed to discourage the inflationary increase in the number of authors listed on articles and to end the practices of both guest and ghost authorship. Specifically authorship credit should be based only on **(1) substantially contributing to study conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) providing final approval of the version to be published. ALL THREE CONDITIONS MUST BE MET. Acquiring funding, collecting data, or supervising the research group, by themselves, do not justify authorship.** “Ghost authorship occurs when someone makes a

significant contribution to a manuscript without due acknowledgement of their role. Guest authorship, in contrast, occurs when an individual is named as an author of a manuscript when they do not meet authorship criteria. Both are disturbingly common. Ghost and guest authorship are breaches of professional ethics. They violate readers' trust in scientific reporting and have the potential to distort medical literature" (Murray S, Brophy J, Palepu A. Open Medicine's ghost and guest authorship policy. *Open Med.* 2010;4(1):11–12). Therefore, articles found to have ghost or guest authors will be retracted by *JRRD* following the same guidelines used for plagiarism.

ii. Specific Contributions

At *JRRD*, we require authors to describe what each has contributed to the study and/or manuscript. The goals of this disclosure are to “discourage abuses of authorship, permit credit for all substantial contributions, and inform editors and readers of who stands behind each key portion of the work and who is prepared to vouch for the work as a whole” (Leash E. Is it time for a new approach to authorship? *J Dent Res.* 1997;76(3):724–27. DOI: 10.1177/00220345970760030101). Therefore, after a manuscript has been accepted, every author listed on the submission will be required to have his or her contribution listed in the Acknowledgments section at the end of the article. Others who have contributed to the work but who do not meet the guidelines for authorship should be thanked in the Acknowledgments section.

B. Submission Process

All submissions to *JRRD* must be received online through Manuscript Central (<http://mc.manuscriptcentral.com/jrrd>). The *JRRD* Editorial Office is not permitted to upload any submissions for prospective or current authors. The Office is ready to assist those who require assistance with the submission process. We have prepared two checklists to assist you with your submission. You can find the *JRRD Manuscript Submission Checklist* and the *JRRD Figure Checklist* on our Web site (<http://www.rehab.research.va.gov/jrrd/index.html>) and at Manuscript Central under the *Instructions and Forms* tab (<http://mc.manuscriptcentral.com/jrrd>).

Please note: Manuscript Central is designed to collect the names of the first five authors on a paper for metadata purposes only. *JRRD* imposes NO LIMITS on the number of authors on any submitted manuscript. All authors who contributed to the work should be listed on the paper and on any required forms.

Submissions to *JRRD* are initially reviewed for completeness before the review process is initiated. All components, as spelled out in the *Technical Specifications* section of these *Guidelines* (also available on our Web site and at Manuscript Central under the *Instructions and Forms* tab), are required. Incomplete submissions will be withdrawn by the Editorial Office, and the authors instructed to complete their submissions. If the instructions are not followed, the Editorial Office will unsubmit the paper. Authors can obtain assistance with an incomplete submission through discussion with the Editorial Office.

C. Review Process

Scientific papers submitted to *JRRD* are subject to critical peer review by two or more anonymous experts in the field. A paper's suitability for publication rests on the results of the peer review and the recommendation of the *JRRD* Editorial Board member assigned to the paper.

D. Supplemental Materials

i. Appendixes

JRRD welcomes appendix material for publication. All appendixes are online only, accessed through online links in the PDF and HTML versions of each article. Appendix materials include text, tables, source files, derivations, photographs, figures, graphs, and video material as appropriate. All material will be reviewed by the Editor prior to publication, but Appendix material is not typically reviewed by a technical editor.

ii. Video/Audio

JRRD welcomes any video or audio content that may accompany submissions. All video/audio is presented in the highest quality possible, configured to be fully cross-platform compatible, and presented with a full citation with links to other related content online. Any multimedia content will be made available both within the associated online article, as well as part of a dedicated

online video/audio library on the *JRRD* Web site. A full transcript of all audio contained within video clips, when appropriate, and for all other audio is required upon submission to ensure complete online accessibility.

E. Clinical Trial Registration

As a condition for publication, *JRRD* requires the registration in a public trials registry of all trials that meet the minimum registration data set requirement as described by the ICMJE (<http://www.icmje.org>). For this purpose, a clinical trial is any study that prospectively assigns human subjects to intervention or comparison groups to evaluate the cause-and-effect relationship between a medical intervention and a health outcome. All clinical trials that began enrollment before January 1, 2005, must be registered before submission of a manuscript based on the trial. For clinical trials that began patient enrollment after January 1, 2005, trials must have been registered before the onset of enrollment. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials), are exempt. Trial registry names, registration numbers, and the URLs for the registry should be included at the end of the abstract.

Please note: If clinical trial registration is required but has not been completed, authors will not be allowed to continue uploading their submission into Manuscript Central.

Trials should be registered in one of the following trial registries:

- Australian New Zealand Clinical Trials Registry (<http://actr.org.au>)
- ClinicalTrials.gov (<http://www.clinicaltrials.gov/>)
- ISRCTN Register (<http://isrctn.org>)
- Netherlands Trial Register (<http://www.trialregister.nl/trialreg/index.asp>)
- UMIN Clinical Trials Registry (<http://www.umin.ac.jp/ctr>)

F. Institutional Review

JRRD requires authors to document institutional review board procedures on human subjects and animals. In addition, if the manuscript involved human study participants, authors WILL BE ASKED to provide a statement indicating whether or not the human study participants will be

informed about the accepted publication. (Dorsey ER, Beck CA, Adams M, Chadwick G, de Blieck EA, McCallum C, Briner L, Deuel L, Clarke A, Stewart R, Shoulson I; Huntington Study Group TREND-HD Investigators. Communicating clinical trial results to research participants. *Arch Neurol*. 2008;65:1590–95. PMID: 19064746)

G. Conflict of Interest

As a publication of the VA, *JRRD* has a primary responsibility to its stakeholders to provide unbiased scientific results and analyses, with a transparent reporting of competing financial interests or other interests so that a stakeholder can adequately assess the work (based on the ICMJE, <http://www.icmje.org/>). In order to accomplish this goal, we not only rely on the expertise of the *JRRD* Editorial Board and expert peer reviewers, we also require all authors to declare any competing financial or other interests in relation to the work described within the context of the submission. Competing interests can be of two major types and must be reported by all authors:

- Direct and personal, such as equity, stock ownership, consulting, research support and funding, and personal patents (applied, in-process, or awarded).
- Indirect, such as employment by an agency that may gain or lose financially; management or advisory affiliations, or consulting (all within the last 2 years); and corporate patents (applied, in-process, or awarded).

To submit a manuscript to *JRRD*, all authors must complete the *ICMJE Form for Disclosure of Potential Conflicts of Interest*. The form is available from ICMJE (http://www.icmje.org/coi_disclosure.pdf), the *JRRD* Web site (<http://www.rehab.research.va.gov/jrrd/index.html>), and Manuscript Central under the *Instructions and Forms* tab (<http://mc.manuscriptcentral.com/jrrd>). The form must be sent after the submission has been completed in order for the submission to be processed. If the *ICMJE Form for Disclosure of Potential Conflicts of Interest* is NOT received, the submission WILL NOT be processed. Please note that the Manuscript Central ID number MUST BE LISTED on each page of the form before it is returned to the Editorial Office. **If the author list increases at any time during the peer review process, a new form MUST be submitted with ALL the information filled out AGAIN for every author.** However, a new form IS NOT required for

each revision. The form is a fillable PDF that must be emailed (Lloyd.Tinker@va.gov) or faxed (410-962-9670) to the *JRRD* Editorial Office. If the *ICMJE Form for Disclosure of Potential Conflicts of Interest* form and the *Statement of Originality* are NOT received, the submission WILL NOT be processed.

H. Statement of Originality

Material submitted to *JRRD* MUST BE ORIGINAL and not published or submitted elsewhere. All authors are deemed to be individually and collectively responsible for submissions to *JRRD* and are required to forward to the *JRRD* Editorial Office a *Statement of Originality* signed by ALL authors when they submit their original submission (this form is available online from the *JRRD* Web site (<http://www.rehab.research.va.gov/jrrd/index.html>) and Manuscript Central under the Instructions and Forms tab (<http://mc.manuscriptcentral.com/jrrd>); the Manuscript Central ID number MUST be listed on the *Statement of Originality*). A caveat would be submissions containing material that has previously formed all or part of a PhD or other academic thesis and that has been published according to the guidelines of the institution granting the degree, as long as the material is not in part or in total a compilation of previously published material from other journals or scientific publications. The *Statement of Originality* (with all authors' full names and academic degrees) confirms that the contribution has not been published by or submitted to another journal. By submitting this form with the manuscript, the corresponding author accepts the responsibility that all authors have agreed to be listed as contributors and have seen and approved the manuscript and its content prior to submission. **If the author list increases at any time during the peer review process, a new form MUST be submitted with ALL the information filled out AGAIN for every author.** However, a new form IS NOT required for each revision. The form is a fillable PDF that must be emailed (Lloyd.Tinker@va.gov) or faxed (410-962-9670) to the *JRRD* Editorial Office after the submission has been completed in order for the submission to be processed. If the *ICMJE Form for Disclosure of Potential Conflicts of Interest* and the *Statement of Originality* are NOT received, the submission WILL NOT be processed.

III. AUTHOR GUIDELINES

Authors shall prepare manuscripts in accordance with the following guidelines, which were adapted from the ICMJE's *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (<http://www.icmje.org>). For more detailed information regarding *JRRD* style, see *Chicago Manual of Style*, 16th ed. Chicago (IL): The University of Chicago Press; 2010, and *AMA Manual of Style*, 10th ed. New York (NY): Oxford University Press; 2007.

- Manuscripts must be submitted online to <http://mc.manuscriptcentral.com/jrrd> in 12-pt font, double-spaced with liberal margins, and appropriately paginated for 8.5 × 11 in. paper.
- Manuscripts must be original and in English. For our international authors, we strongly encourage use of a professional translating service that specializes in editing scientific documents. Possible suggestions include American Journal Experts (<http://www.journalexperts.com/>), Science Docs, Inc (<http://www.sciencedocs.com/index.htm>), and BioScience Writers (<http://biosciencewriters.com/>). (*JRRD* does not endorse any of these companies and makes no claims about the quality of the services provided. Authors are responsible for the cost of these services.)
- Authors should submit a cover letter detailing their intent to publish in *JRRD* with each manuscript.

The following must be submitted as ONE file for each submission:

- Cover page with title; short title for running head; author name(s), major degree(s), and affiliation(s); funding source(s) (including grant numbers); and name, address, telephone and fax numbers, and e-mail address of the corresponding author.

Please note: Manuscript Central is designed to collect the names of the first five authors on a paper for metadata purposes only. *JRRD* imposes NO LIMITS on the number of authors on any submitted manuscript. All authors who contributed to the work should be listed on the paper and on any required forms.



- Abstract, including clinical trial registration information (if required).
- Alphabetized key words (at least 10).
- Abbreviations (only standard abbreviations are included).
- Section headings: introduction, methods, results, discussion, conclusions, and references.
- Acknowledgments
- Tables and figures and their captions/legends.

The *JRRD at a Glance* section is submitted separately.

Copyright release and/or permission(s) MUST be obtained before submission and provided to the *JRRD* Editorial Office. All material will be reviewed by the Editor prior to publication.

Authors must—

- Complete clinical trial registration (if required) before onset of study enrollment and include trial registry name and Web site, trial name, and trial registry number in the abstract.
- Complete the *ICMJE Form for Disclosure of Potential Conflicts of Interest* and either email the fillable PDF to Lloyd.Tinker@va.gov or fax the completed hard copy to the Editorial Office at 410-962-9670.
- Complete *Statement of Originality* (signed by ALL authors) and either email the fillable PDF to Lloyd.Tinker@va.gov or fax the completed hard copy to the Editorial Office at 410-962-9670.
- Include a statement of responsibility on the cover page, which details the specific contributions of every author. The specific level of detail for the disclosure of author contributions will be left to the author(s), but every author listed on the submission is REQUIRED to have a contribution listed.
- Include a *JRRD at a Glance* paragraph of 100 words or less describing the relevance to the veteran. This plain text, unformatted summary should be written for the layperson at approximately an 8th- to 10th-grade reading level. It should be separate from the — manuscript and describe who will benefit from the work and what the likely benefits will be. It should enable a patient or family member to decide the appropriateness of



discussing the research with a healthcare provider. The *JRRD* Editorial Office will maintain the prerogative to rewrite the section if it does not meet the desired standards, subject to the author's approval. This section should be uploaded after the manuscript is uploaded.

- Include figures (photographs, illustrations, graphs, etc.) embedded in the text when submitting online. Use 8 to 10 pt Arial bold font for charts and graphics. If the manuscript is accepted for publication, detailed instructions for submission of print-ready figures can be found in the *Technical Specifications* section of this document.
- Include at least two preferred and any nonpreferred reviewers. Online submission cannot be completed without including the names of at least two preferred reviewers.
- Preview the complete online submitted manuscript before the end of the submission process as directed. Please notify the *JRRD* Editorial Office at Lloyd.Tinker@va.gov if an email confirming receipt of the upload is not received within 24 hours.
- Upon manuscript acceptance: (1) Email to Lloyd.Tinker@va.gov the final version of the paper (with all revisions/edits incorporated and redlining removed) and HIGH-QUALITY, PRINT-READY figures and graphics (as individual files and NOT embedded in the manuscript; see *Technical Specifications*), and (2) Mail by regular post hard copies and individual electronic files of the manuscript and figures/graphics on CD or DVD to the *JRRD* Editorial Office addressed to Editor, *Journal of Rehabilitation Research and Development*, 103 South Gay Street, 5th Floor, Baltimore, MD 21202-4051. The materials that are emailed and sent by regular post must be identical.

A. Technical Specifications

i. Title

The manuscript title is 100 characters or less (letters and spaces) and does not contain any abbreviations or acronyms. In addition a short title (45 characters or less) is provided for use as a running head.

ii. Abstract

The abstract is limited to 200 words and submitted with the manuscript. It should give the factual essence of the article and be suitable for separate publication in index journals. It must also include clinical trial registry names, registration numbers, and the URLs for the registry, if required. Abstracts are not structured; they are written as a continuous paragraph and do not include any section headings (e.g., Methods, Results, Conclusions). Footnotes, references, and commercial names should not be used in the abstract.

iii. Key Words

At least 10 alphabetized key words are required on the title page of the paper.

iv. Abbreviations

Abbreviations or acronyms that are used more than once in the text of the paper are included. If an abbreviation only appears once, its spelled-out form is used. Conversely, once an abbreviation or acronym has been identified, the abbreviation replaces the spelled-out form of the term. Abbreviations shall be listed on the title page of the manuscript before the funding information.

v. Section Headings

For general information about these section headings, please refer to ICMJE's Uniform Requirements for Manuscripts Submitted to Biomedical Journals. *JRRD*-specific requirements are detailed below.

a. Acknowledgments

Only include individuals/entities that have provided financial or other substantive assistance. Written permission to be named must be obtained for all individuals named in the acknowledgments section. The Acknowledgments section also contains institutional review board approval and informed consent information.

b. References

References should be typed separately, double-spaced, numbered consecutively in the order in which they are first mentioned in the text, and appear on the line in brackets (e.g., Levitz [3]). Statistical programs, papers presented at meetings, and non-peer-review publications are not



listed in the References; instead, these are listed either as in-text notes or footnotes, with written permission if applicable. Limited “unpublished observations” or “personal communications,” for which the author has secured permission of the person cited, should be treated as footnotes and not included in the numbered references. Authors are responsible for the accuracy of their references; however, they must be retrievable through a standard literature search. All references are confirmed and, when possible, linked out to PubMed and DOI (CrossRef, <http://www.crossref.org/>) in both print and online versions. Please follow these sample formats, which follow *Citing Medicine, 2nd edition, The NLM Style Guide for Authors, Editors, and Publishers* (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>):

- *Article.* Gilsdorf P, Patterson R, Fisher S. Thirty-minute continuous sitting force measurements with different support surfaces in the spin. J Rehabil Res Dev. 1991;28:33–38.
- *Chapter in a Book.* Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH. Brenner BM, editors. Hypertension: Pathophysiology, diagnosis, and management. 2d ed. New York: Raven Press; 1995. p. 233–39.
- *Published Proceedings Paper.* Kauzlarich JJ, Thacker JG. Antiskid wheelchair brake design. Proceedings of the 14th Annual RESNA Conference; 1991 Jun 21–26; Kansas City, MO. Washington (DC): RESNA Press; 1991. p. 143–45.
- *Article in press.* Savinainen KJ, Helenius MA, Lehtonen HJ, Visakorpi T. Overexpression of EIF3S3 promotes cancer cell growth. Prostate. Forthcoming 2006.
- *Book or individual title on the Internet.* Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: <http://www.rad.washington.edu/mskbook/index.html>
- *Web site.* AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: <http://www.ama-assn.org/>.
- *Part of a Web site.* U.S. Food and Drug Administration, Center for Drug Evaluation and Research. Index to drug-specific information [Internet]. Silver Spring (MD): U.S. Food and Drug Administration; [updated 2009 Jun 4]. : Sleep disorder (sedative-hypnotic) drug information; [updated 2009 May 21; cited 2009 Jun 10]; [about 2 screens]. Available

from:

<http://www.fda.gov/Drugs/DrugSafety/PostmarketDrugSafetyInformationforPatientsandProviders/ucm101557.htm>

vi. *JRRD at a Glance*

This summary of the research should be 100 words or less and written for the layperson at approximately an 8th- to 10th-grade reading level. It should be separate from the manuscript and describe who will benefit from the work and what the likely benefits will be. It should enable a patient or family member to decide the appropriateness of discussing the research with a healthcare provider. The *JRRD* Editorial Office will maintain the prerogative to rewrite the section if it does not meet the desired standards, subject to the author's approval.

vii. Figures

Graphics (i.e., drawings, illustrations, schematics, charts, graphs, and so forth) and photographs may be used for clarifying the text. After the manuscript has been accepted for publication, figures can no longer be embedded in the text. EACH FIGURE must be submitted by regular post (on CD or DVD along with the final version of the manuscript) as INDIVIDUAL FILES in .TIF or .JPG format AND by email (Lloyd.Tinker@va.gov).

a. General Guidelines

- Reduced to at least 3.5 in. (8.9 cm) wide and no more than 7.25 in. (18.4 cm) wide. We recommend that authors design supporting artwork at 3.5 in. wide and inspect their figures at this size to ensure readability. Use of color for figures is at the discretion of the Editor of *JRRD*.
- Saved at the correct resolution: ≥ 300 dpi.
- Include labels and symbols that are large enough to withstand reduction (i. e., at least 8 pt when reduced), and use type of the same size and style within each figure. Figure fonts must be sans serif (e.g., Arial). Related figures are the same size for uniformity. For figures with multiple panels, insert a lower-case letter (“(a),” “(b),” etc.) in the upper left-hand corner of each image.



b. Bar and Line Graphs

- Avoid hairline rules (all lines should be at least 1 pt thick and easily distinguishable when printed in black and white).
- Create two-dimensional bar graphs (not three-dimensional).
- Differentiate bars in the chart (e.g., use white, black, or diagonal lines).
- Use symbols that are easily distinguishable by shape (circle, square, triangle), color (white or black), and size.
- Place unit of measurement and appropriate axis title along the x- and y-axes.

c. Photographs, MRIs, X-Rays, or Photomicrographs

- Remove ANY marks or text that could identify a patient.
- Identify critical areas with arrows or labels on the figure.
- Ensure that arrows and labels are clear, sharp, and large enough to accommodate reduction (i. e., no smaller than 8 pt when reduced).
- Provide magnification and stain data in the legend for photomicrographs.

d. Permissions and Releases

- Obtain permission for art reprinted from other sources and include a credit line in the legend.
- Obtain a signed *Consent for Use of Picture and/or Voice* from each person who can be identified in a photograph or illustration (form available from Manuscript Central under the *Instructions and Forms* tab).

e. Figure Legends

- Include a concise legend for each figure telling what the figure represents and explaining any marks, arrows, error bars, etc.
- List figure legends on a separate page at the end of the manuscript.
- Resolve inconsistencies between figure legend and figure (e.g., if a figure is black and white and the word “red” is used in the legend).



Please note: PowerPoint or CAD-CAM formats are NOT acceptable. If images were created in PowerPoint, authors must print them at ≥ 1200 dpi directly from PowerPoint onto high-quality, smooth, white 32 lb paper and then scan them at ≥ 400 dpi resolution as .TIF. or .JPG files. This procedure will provide a sharp image. If the image is saved as a .TIF or .JPG directly from PowerPoint, the image will not be sharp but rather soft and of poor quality. This method is therefore UNACCEPTABLE. The same applies to any other program that does not convert files into clean, sharp, printable images.

viii. Tables

Tables should be submitted as MS Word files. For accepted manuscripts, DO NOT submit tables as image files. Tables should not duplicate material in text or illustrations. Tables must contain all necessary information in order that they may stand alone, independent of the text. They should be numbered consecutively with Arabic numerals and cited in the text in numerical order. Each table should be submitted on a separate page at the end of the manuscript and should have a brief caption and/or legend. Short or abbreviated column heads should be used and explained. Sources should also be cited in footnotes, if applicable.

ix. Mathematical Formulas

Traditional mathematical expressions should be extended by adding brief narrative notes of explanation and definitions of all terms and variables, as appropriate, to ensure that readers of other disciplines gain the fullest understanding of the material presented. The International System of Units (SI) is requested for all quantities in text, tables, and figures. Formulas and equations should be submitted as separate MS Word files.

x. Video/Audio

Video/audio files should be submitted to the Editorial Office by CD or DVD (c/o Tristan Horrom, 103 S. Gay Street, Baltimore, MD 21202). Filenames must include the first author's last name and the *JRRD* Manuscript Central ID number. A full transcript of all audio contained within video clips, when appropriate, and for all other audio is required upon submission. All video submitted must be limited to 30 seconds in length, have a video resolution of no less than 640 x 480 pixels, and be submitted in Windows Media Video (.WMV), or QuickTime (.MOV)

format. All audio should be limited to 2 minutes, have a sound quality of at least 96 kbit/s, and be submitted in Windows Media Video (.WMV), QuickTime (.MOV) or .MP3 format.

Exceptions can be granted as related to content format at the discretion of the *JRRD* Technical Information Specialist.

B. Permissions and Copyright

i. *JRRD* Material (public domain)

Published *JRRD* articles and their original illustrations (unless borrowed from copyright sources) are in the public domain and may be used without formally requesting permission. However, we request that the material be properly credited to *JRRD*; a preferred citation is shown at the end of every article and on all supplemental material.

ii. Copyrighted Sources

To use illustrations from copyrighted sources, authors MUST acquire written permission from the copyright owner, to include full information about previous publication and credit to be given, even if the material is from the authors' own previously published work. Authors MUST obtain permission to reproduce figures BEFORE the paper is submitted and submit originals of those signed documents with the manuscript (email is not acceptable).

iii. Photographs/Voice/Video

Authors MUST obtain a signed *Consent for Use of Picture and/or Voice* from each person who can be identified in a photograph or illustration (form available from Manuscript Central under the *Instructions and Forms* tab) BEFORE the paper is submitted and submit originals of those signed documents with the manuscript (email is not acceptable).

iv. Unpublished Manuscripts and Personal Communications

Authors must also obtain permission to cite unpublished manuscripts and personal communications.

C. Review of Proofs

Proofs will be emailed to the corresponding author, unless otherwise requested. To avoid delays in publication, check the proofs IMMEDIATELY and return corrections or changes to the *JRRD*

Editorial Office either by email, fax, or express mail within 3 working days. If corrections and/or changes are not received within the prescribed time, it will be assumed none are needed. During the copyediting phase of production, all authors will be required to return to the copy editor the signed *Author Approval of Final Proof* form indicating that all authors have reviewed the final PDF prior to publication. Failure to return the form according to the timeline provided by the copy editor (3 days) will result in forfeiture of publication in that issue, with concomitant delay to a future issue at the Editor's discretion.

All editorial questions should be addressed to the Editor, *Journal of Rehabilitation Research and Development*, 103 South Gay Street, 5th Floor, Baltimore, MD 21202-4051; 410-962-1800, ext 240, fax: 410-962-9670.

JOURNAL OF REHABILITATION RESEARCH AND DEVELOPMENT

Statement of Originality

Date:

Manuscript Central ID number:

We the undersigned authors of the manuscript entitled “_____,” submitted to the JRRD for publication hereby attest and affirm that this manuscript is an original work that has not been submitted to nor published anywhere else.

(Typed name)

(Typed name)

(Typed name)

(Typed name)

(Typed name)

(Typed name)

(Typed name)

(Typed name)

Please mail a copy of this statement with original signatures to the attention of LLoyd Tinker, Journal of Rehabilitation and Development, 103 S. Gay St. Fifth Floor, Baltimore, MD 21202. Lloyd Tinker can be reached at 410-962-3824 (voice), 410-962-9670 (fax) or at Lloyd.Tinker@va.gov for questions or comments.



ICMJE Form for Disclosure of Potential Conflicts of Interest



ICMJE Form for Disclosure of Potential Conflicts of Interest

Instructions

The purpose of this form is to provide readers of your manuscript with information about your other interests that could influence how they receive and understand your work. The form is designed to be completed electronically and stored electronically. It contains programming that allows appropriate data display. Each author should submit a separate form and is responsible for the accuracy and completeness of the submitted information. The form is in four parts.

1. Identifying information.

Enter your full name. If you are NOT the corresponding author please check the box "no" and a space to enter the name of the corresponding author in the space that appears. Provide the requested manuscript information. Double-check the manuscript number and enter it.

2. The work under consideration for publication.

This section asks for information about the work that you have submitted for publication. The time frame for this reporting is that of the work itself, from the initial conception and planning to the present. The requested information is about resources that you received, either directly or indirectly (via your institution), to enable you to complete the work. Checking "No" means that you did the work without receiving any financial support from any third party -- that is, the work was supported by funds from the same institution that pays your salary and that institution did not receive third-party funds with which to pay you. If you or your institution received funds from a third party to support the work, such as a government granting agency, charitable foundation or commercial sponsor, check "Yes". Then complete the appropriate boxes to indicate the type of support and whether the payment went to you, or to your institution, or both.

3. Relevant financial activities outside the submitted work.

This section asks about your financial relationships with entities in the bio-medical arena that could be perceived to influence, or that give the appearance of potentially influencing, what you wrote in the submitted work. You should disclose interactions with ANY entity that could be considered broadly relevant to the work. For example, if your article is about testing an epidermal growth factor receptor (EGFR) antagonist in lung cancer, you should report all associations with entities pursuing diagnostic or therapeutic strategies in cancer in general, not just in the area of EGFR or lung cancer.

Report all sources of revenue paid (or promised to be paid) directly to you or your institution on your behalf over the 36 months prior to submission of the work. This should include all monies from sources with relevance to the submitted work, not just monies from the entity that sponsored the research. Please note that your interactions with the work's sponsor that are outside the submitted work should also be listed here. If there is any question, it is usually better to disclose a relationship than not to do so.

For grants you have received for work outside the submitted work, you should disclose support ONLY from entities that could be perceived to be affected financially by the published work, such as drug companies, or foundations supported by entities that could be perceived to have a financial stake in the outcome. Public funding sources, such as government agencies, charitable foundations or academic institutions, need not be disclosed. For example, if a government agency sponsored a study in which you have been involved and drugs were provided by a pharmaceutical company, you need only list the pharmaceutical company.

4. Other relationships.

Use this section to report other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, what you wrote in the submitted work.



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Section 1. Identifying Information

1. Given Name (First Name) 2. Surname (Last Name) 3. Effective Date (07-August-2008)

4. Are you the corresponding author? ☐ Yes ☐ No

5. Manuscript Title

6. Manuscript Identifying Number (if you know it)

Section 2. The Work Under Consideration for Publication

Did you or your institution at any time receive payment or services from a third party for any aspect of the submitted work (including but not limited to grants, data monitoring board, study design, manuscript preparation, statistical analysis, etc...)?

Complete each row by checking "No" or providing the requested information. If you have more than one relationship click the "Add" button to add a row. Excess rows can be removed by clicking the "X" button.

The Work Under Consideration for Publication						
Type	No	Money Paid to You	Money to Your Institution*	Name of Entity	Comments**	
1. Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
2. Consulting fee or honorarium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
3. Support for travel to meetings for the study or other purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
4. Fees for participation in review activities such as data monitoring boards, statistical analysis, end point committees, and the like	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
5. Payment for writing or reviewing the manuscript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
6. Provision of writing assistance, medicines, equipment, or administrative support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X

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The Work Under Consideration for Publication

Type	No	Money Paid to You	Money to Your Institution*	Name of Entity	Comments**	
7. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADD
						X
						ADD

* This means money that your institution received for your efforts on this study.

** Use this section to provide any needed explanation.

Section 3. Relevant financial activities outside the submitted work.

Place a check in the appropriate boxes in the table to indicate whether you have financial relationships (regardless of amount of compensation) with entities as described in the instructions. Use one line for each entity; add as many lines as you need by clicking the "Add +" box. You should report relationships that were present during the 36 months prior to submission.

Complete each row by checking "No" or providing the requested information. If you have more than one relationship click the "Add" button to add a row. Excess rows can be removed by clicking the "X" button.

Relevant financial activities outside the submitted work

Type of Relationship (in alphabetical order)	No	Money Paid to You	Money to Your Institution*	Entity	Comments	
1. Board membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
2. Consultancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
3. Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
4. Expert testimony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
5. Grants/grants pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
6. Payment for lectures including service on speakers bureaus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X
						ADD
7. Payment for manuscript preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X



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Relevant financial activities outside the submitted work						
Type of Relationship (in alphabetical order)	No	Money Paid to You	Money to Your Institution*	Entity	Comments	
8. Patents (planned, pending or issued)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADD X
9. Royalties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADD X
10. Payment for development of educational presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADD X
11. Stock/stock options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADD X
12. Travel/accommodations/meeting expenses unrelated to activities listed**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADD X
13. Other (err on the side of full disclosure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			ADD X

* This means money that your institution received for your efforts.

** For example, if you report a consultancy above there is no need to report travel related to that consultancy on this line.

Section 4. Other relationships

Are there other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, what you wrote in the submitted work?

- ☐ No other relationships/conditions/circumstances that present a potential conflict of interest
- ☐ Yes, the following relationships/conditions/circumstances are present (explain below):

At the time of manuscript acceptance, journals will ask authors to confirm and, if necessary, update their disclosure statements. On occasion, journals may ask authors to disclose further information about reported relationships.

Hide All Table Rows Checked 'No'

SAVE



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Evaluation and Feedback

Please visit <http://www.icmje.org/cgi-bin/feedback> to provide feedback on your experience with completing this form.